

CITY OF LAKE FOREST PARK

EMPLOYMENT OPPORTUNITY

POSITION: Probation Compliance Clerk/Jury Coordinator
Full Time (40 Hours per week) **DEPARTMENT:** Municipal Court

POSTED: January 13, 2015 **CLOSES:** Open until filled

SALARY: \$18.98/hr - \$25.31/hr, DOQ, plus benefits

JOB SUMMARY: This is a full time, technical position, performing probation compliance monitoring and clerical duties in support of court operations and reporting requirements. As Jury Coordinator, this position performs duties to prepare for jury trials and acts as Bailiff/juror coordinator during jury trials. This position serves under the direction of the Court Administrator.

DUTIES:

- Answers and directs telephone calls, greets and directs public in a courteous manner when responding to requests for information or services.
- Assists in filing and data entry of infractions/citations into the Judicial Information System (JIS) via the LFP Police Department, Sector and American Traffic Solutions (ATS). Schedule court appearances for defendants; prepare and mail notices, enter information on cases into the system.
- Responds to inquiries in person and by telephone regarding case status, court dates and fines. Maintain positive public relations while providing information to the public and other law enforcement agencies, as well as attorneys.
- Perform various accounting tasks to include daily receipting, setting up time payment plans and reconciling.
- Prepare and explain sentencing forms and other court forms for the defendants.
- Sort and batch closed cases, file and destroy records in accordance with retention regulations.
- As Jury Coordinator, summon and maintain jury pool monthly in preparation for jury trials. Monitor jurors during trial. Track and reconcile juror pay.
- Monitor those cases not on active probation for compliance with conditions ordered by the Court. This includes record checks via JIS and DOL as well as tracking treatment, community service, jail time, etc.
- Communicate with outside agencies, such as the treatment facilities and Department of Corrections.

EXPERIENCE, KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Knowledge of Judicial Information System (JIS)
- Basic court practices and procedures
- Legal forms, documents and terminology
- Modern office practices, procedures and equipment

- Record keeping and filing practices and techniques
- Knowledge of general accounting functions
- Knowledge of multi-line telephone system
- Knowledge and use of general computer functions, JIS, Sector, Microsoft Office Suite (Word, Excel, Powerpoint, Publisher), Outlook Express. Knowledge of FTR, ATS and SCOMIS (Superior Court) preferred.

ABILITY TO:

- Possess excellent customer service and problem solving skills
- Ability to work under stressful conditions and to communicate with all types of people.
- Multi task and work effectively in a high-paced environment
- Ability to work independently to plan, prioritize, organize and coordinate assigned tasks
- Be detail and goal oriented
- Communicate effectively both orally and in writing
- Maintain records and prepare reports
- Meet timelines and schedules
- Establish and maintain cooperative and effective working relationships in a small court setting, respecting cultural diversities
- Make contributions and participate in a team oriented environment

EDUCATION AND EXPERIENCE:

Minimum of one year court experience or significant experience in general clerical duties, record management, public relations or general legal work. High school or higher education. Knowledge of JIS, Sector and ATS is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

- Positive yet demanding, fast-paced office, courtroom setting
- Constant interruptions

PHYSICAL ABILITIES

- Sitting or standing for extended periods of time
- Bending, kneeling or crouching, reaching overhead
- Light lifting
- Hand, finger dexterity
- Hearing, speaking, sight

HAZARDS

- Contact with public who may be dissatisfied or abusive
- Possible exposure to communicable disease and illness from defendants

OTHER REQUIREMENTS

- Must be able to pass background check

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. The City of Lake Forest Park does not participate in the Social Security Program. For information of how this may affect your retirement benefit, please call Social Security at 1-800-772-1213 or go online at www.socialsecurity.gov.

APPLICATION REQUIREMENTS

A City application form is required for all city job announcements. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applicants may attach supporting documents such as a cover letter, resume, letter of recommendation, etc., that will assist in the review and selection process. Applications are available from the City of Lake Forest Park, 17425 Ballinger Way NE, Lake Forest Park, WA, 98155, 206-368-5440, or www.cityoflfp.com. Individuals requiring ADA accommodation during any portion of the selection process should advise the City of the need in advance. Questions? Please contact Lee Foltos, Human Resources Manager, 206-957-2806.